

12 February 1954

MEMORANDUM FOR: Comptroller

SUBJECT : Request for Write-off of Balance of Outstanding Advance to [REDACTED]

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Before submitting this case to the A-DD/A it is requested that your Office make an investigation and recommendation of action to be taken. Before a positive decision to approve the write-off can be granted, it appears that some additional information is necessary; specifically, answers to the following questions are desired:

1. What was the status of employment, i.e., employee, staff agent, contract agent, military detail, or other?
2. What evidence is there that the individual is dead?
3. For what purpose(s) were the funds advanced? Cannot we reconstruct some estimate of certain allowable expenditures incurred by this individual prior to his death?
4. Have other attempts to effect collection by off-set against sums due from the U. S. Government, such as salary, leave, retirement, etc., been exhausted?
5. Is there not normally a settlement by General Counsel of all items of accountability, i.e., property, Credit Union, finance, etc., of deceased personnel?

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[REDACTED]
Special Assistant to the
Deputy Director
(Administration)